



Director, Assessment and Accountability

Non-Classified Classification

Open for Recruitment: August 14, 2015 – Open until filled

Announcement # NONCLS079244

Salary: \$34.66 - \$40.83 per hr. (\$72,093 - \$84,926 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking a Director of Assessment and Accountability.

The Director of Assessment and Accountability at the Idaho State Department of Education directly supervises Assessment Program Coordinators and Program Specialists in the Assessment and Accountability department. The incumbent provides oversight of program administration, public relations, and oversees contract management for all statewide assessment programs. The Director is also responsible for coordinating with assessment directors of other state education agencies across the nation. Approximately 20-30% of time is spent traveling, both within and outside Idaho, to conduct training and monitoring, attend meetings and conferences. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Oversees ISAT Math, ELA and Science, ISAT-Alt, IRI, NAEP, IELA, College Entrance, and Formative/Interim testing programs
- Oversees the general statewide assessment program, including state and federal accountability and reporting requirements for statewide assessments
- Oversees and assists with Annual Measurable Achievement Objectives (AMAOs for the IELA)
- Oversees state and federal accountability and reporting requirements for all statewide assessment programs, including the ESEA Waiver
- Oversees district monitoring of state and federal assessments
- Oversees assessment program planning, development, and delivery as well as compliance with state and federal guidelines
- Oversees test security for Idaho's statewide assessment program
- Actively participates in program evaluation
- Actively participates in the next generation of assessment development, inclusive of the Smarter Balanced Assessment Consortium, the Language Proficiency Assessment Consortium (ASSETS), and the Alternative Assessment Consortium (NCSC)
- Consults with other state programs to learn of best practices to be used as possible models in Idaho
- Recommends enhancements to existing assessment programs to most effectively meet program requirements
- Works with Assessment Coordinators and Program Specialists to develop program work plans, timelines, and implementation strategies
- Provides consultation and assistance on program planning, as well as development and implementation
- Consults with and provides problem solving assistance on matters related to the assessment programs to staff, the Department of Education, school districts throughout the state, teachers, and the general public
- Oversees assessment program budgets and authorizes expenditures

- Serves as liaison between program leadership, federal, state, local agencies, citizen groups and grantors/contractors
- Coordinates with other State Department of Education departments, such as the Information Technology and Federal Programs staff
- Identifies, trains, and coordinates with program committees, advisory groups, and school district representatives
- Trains and advises on program and implementation of assessment policies and best practices
- Identifies and works with other agencies and organizations as project partners
- Develops, recommends, and implements strategies to encourage and obtain stakeholder and/or community support
- Plans, facilitates, and conducts meetings and trainings
- Speaks before groups and works with individuals to promote public awareness and advocacy of data-driven decision making
- Oversees multiple layer contracts with vendors responsible for developing and administering the statewide assessments
- Oversees contractor reports to determine program progress, quality and quantity of service, and compliance with laws, standards and guidelines
- Provides training and assistance to schools and school districts related to the data collection, data validation, interpretation of results, assessment policies, and best practices
- Reviews assessment and accountability data and reports for clarity and accuracy
- Uses database and statistical software packages to extract, analyze, and report data from various databases and files
- Coordinates other duties associated with the assessment and accountability programs, as assigned
- Provides technical advice and recommendations to the Superintendent of Public Instruction, the Idaho Legislature, and other stakeholders related to statewide assessment and accountability programs

MINIMUM QUALIFICATIONS:

- Master's Degree from an accredited college or university OR a Bachelor's Degree with a minimum of five years of supervisory and assessment experience
- Ability to manage multiple projects and staff members in a fast-paced environment and effectively manage a staff with diverse talents and projects
- Strong knowledge of large-scale assessment practices
- Experience with program management, planning, and coordinating programs and projects
- Knowledge of developing support and tools for assessment programs
- Knowledge of principles, techniques, and objectives in conducting assessments and evaluations
- Excellent public relations and interpersonal skills
- Experience explaining specialized or complex material to general audiences
- Experience as liaison with customer/partner groups
- Solid writing ability and ability to create technical reports
- Ability to translate technical reports for lay audiences

DESIRED QUALIFICATIONS: (Extra consideration will be given for the following)

- Education with an emphasis in testing and evaluation
- A doctorate in education, assessment, or other comparable experience
- Experience interpreting federal and state laws, rules, regulations, and policies and advising on their requirements
- Experience managing all aspects of contracts, from developing requests for proposals to managing the contract for services
- Advanced statistics knowledge and application
- Administrative experience in the field of public education
- Experience running a large-scale assessment program at the state or large district level

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration. The Exam for this position is to submit a letter of interest and customized resume'. All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists may be asked to provide additional information, documentation, or transcripts.

TIMEFRAMES:

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will begin immediately. Applicant screening will continue until the position is filled. The State Department of Education seeks to fill this position as soon as possible, but a later start date is negotiable.** It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates have not been determined at this time.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

**Thank you for your interest in employment
with the State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment